



STATE OF CONNECTICUT



DEPARTMENT OF EDUCATION

JOB OPPORTUNITY

CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM ASSISTANT PRINCIPAL

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: The Public

Location: Goodwin Technical High School

File # 58458

Salary Range: \$111,638 - \$123,228

Closing Date: December 4, 2013

The Connecticut State Department of Education, for its Technical High Schools, invites outstanding educational leaders to apply for the position of High School Assistant Principal at each of its 17 technical high schools. Currently, there is an opening at E.C. Goodwin Technical High School in New Britain. **This pool will be effective for the 2013 - 2014 school year and may be used to fill any future vacancies in any school. Please note that all previous pools have been inactivated.**

The Connecticut Technical High School system is a statewide system of secondary schools offering strong instruction in academics and a wide variety of trade technologies. The administrative team is developing/implementing curriculum in both academic and trade areas and providing intensive professional development. The scheduling model offers schools more flexibility and students more electives. The position offers a competitive starting salary and state benefits.

GENERAL STATEMENT OF DUTIES:

To provide support and leadership in improving the teaching and learning process within the high school.

EXAMPLE OF DUTIES:

- Assists in the planning, development and implementation of school improvement plans;
- Is responsible for the student assessment process including collecting and analyzing student data to ensure student achievement over time;
- Oversees the use of technology for instruction and other professional development activities;
- Supervises and evaluates instructional staff on and off site;
- Leads scheduling team to improve student instructional schedules and assists in the implementation of the computerized student information system;
- Implements the student discipline policy;
- Attends or provides supervision to after-school student or staff activities;
- Will be required to work evening hours and athletic events;

- Performs other duties as assigned by the Principal, Assistant Superintendent and/or Superintendent.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Demonstrated achievement in such areas: experience with Title I; knowledge of supervisory/evaluation methods; familiar with school reform initiatives; ability to demonstrate strong instructional methodology; use of technology to support instruction and special education programming; ability to communicate in a fair and equitable manner with students, parents, staff, district office, business/industry and the community at large.

Minimum Experience and Training Required:

A Master's degree and 18 credit hours. At least five (5) years of teaching experience and three (3) years of leadership/supervisory experience or combination of experiences approved by the State Board of Education.

Preferred Experience and Training:

Experience in the techniques of supervision and evaluation; experience utilizing student data to improve student and school performance, and mentor/assessor training. Experience working with adolescent population in urban/suburban/rural areas depending on location.

Special Requirements or Certification:

Intermediate Administration and Supervisor Certificate (Endorsement 092).

The Department encourages those applicants who do not meet the stated qualifications but who believe they possess equivalent qualifications to submit, in addition to their resumes, written statements indicating how their background and experience qualify them for the position. Appropriate certification by the date of application is required; no substitutions are permissible. Application packets must include proof of certification.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #817, submit a cover letter, transcripts, Application for Examination or Employment (CT-HR-12), proof of certification, resume, and three (3) current professional references to: **Ms. Colleen Clancy, Bureau of Human Resources, 25 Industrial Park Road, Middletown, CT 06457. Tel. # (860) 807- 2160.** You may obtain a copy of the application form at <http://www.cttech.org/central/career-ops/application.pdf>. **All required documents must be submitted by close of business on the closing date to be considered for interview.**

Closing date for application:

December 4, 2013

Anticipated date of employment:

Immediate upon selection

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2101
Levy.Gillespie@ct.gov
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617-289-0111
fax number 617-289-0150
TTY/TDD 877-521-2172
(Matters related to race, color, national origin, age, sex and/or disability)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER